

VACANCY NOTICE

File#10665

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: CLERK SECRETARY	CLASSIFICATION CODE: 02442200
	SALARY RANGE: (00K16A) \$31802-\$35187	REFERENCE POSITION NO.: 5415-10000-*
	Department or Agency Name TRANSPORTATION	APPLICATION PERIOD: 05/23/06-05/29/06
	Division/Section/Unit Administrative Services /	Contract & Specifications
	Assignment's / Comments 35HR. WWK	
	Shift and Days: M-F 8:30am-4:00pm	Job Location: Two Capitol Hill/Providence
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement Yes X No	
	Name of Bargaining Unit Union: Local 400 IFPTE (EE-3115)	
	There is*__ is not _X_ a Civil Service List for this position See A/B or Both for Specific Instructions	
* If a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position. R.I. Residency Required		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
To serve as a private secretary to a director or assistant director; to relieve such official of important administrative details; to handle correspondence and other routine matters; arrange conferences, meetings with other state officials as well as representatives of other public, private, professional organizations; to be responsible for routine office matters such as composing, independently, all kinds of correspondence not requiring administrative judgment and interpretation of the policies and rules and regulations of the department; to perform complex word processing and data entry functions utilizing sophisticated word processing software programs including but not limited to Excel, Access, and other advance word processing programs and data entry methods and procedures. To generate reports, documents, letters and other materials using appropriate software applications. To organize data and formulate methods for data presentation based upon needs and requirements. To do related work as required.		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
Education: Such as may have been gained through: graduation from a senior high school; including or supplemented by courses typing, word processing and business practices; and Experience: Such as may have been gained through: employment in a responsible secretarial position including difficult or complex clerical duties and the independent handling of important but minor administrative details. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.		
Submit a current (18 months) certificate of proficiency at the time of application.		
*NOTE: TYPING 40 NET WPM -5 MINUTES		
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
RIDOT/DEM Human Resources Service Center		
Two Capitol Hill, Room 214		
Providence, RI 02903-1124		
Telephone #: 222-2572		
TTY/TDD #: 222-4971		
(Telecommunication Device for the Deaf)		
 		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER